

CLASS TITLE:**PHARMACY AIDE II**

Class Code: 02434800

Pay Grade: 18A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To directly assist a licensed pharmacist in the preparation of pharmaceutical orders involving the compounding and delivery of medications and other pharmaceutical supplies; to deliver medications and prescriptions consistent with patient's treatment plans; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a licensed pharmacist from whom general and specific instructions are received; work is typically focused on the delivery of pharmaceutical services to patients, and is subject to review for conformance with pharmaceutical practices, procedures and standards.

SUPERVISION EXERCISED: Supervises employees and patient help assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To directly assist a licensed pharmacist in the preparation of pharmaceutical orders involving the compounding and delivery of medications and other pharmaceutical supplies; to deliver medications and prescriptions consistent with patient's treatment plans.

To prepare various standard preparations according to prescribed procedures.

To assist a licensed pharmacist in reviewing written prescriptions to determine ingredients needed and ensure that established procedures have been followed.

To assist a licensed pharmacist in filling prescriptions from bulk stock and repackaging supplies into smaller amounts and containers as directed.

Under the supervision of a licensed pharmacist, to prepare intravenous (IV) packs using sterile techniques and procedures.

To prepare and affix labels with required information on medication containers.

To remove outdated drugs and under the direction of a licensed pharmacist either destroy them following established procedures or package the drug supplies for shipment to drug manufacturer or distributor for exchange or credit.

To assist pharmacies in determining appropriate inventory levels and to notify pharmacists when levels appear low.

To prepare, maintain and enter data records utilizing various computer screen formats for the purpose of inventory control, purchase records, receipt records, repackaging records, supplies dispensed by the licensed pharmacists, outdated drugs removed and destroyed or returned, and patient pharmacy profiles.

As required, to unpack, sort and check incoming pharmaceutical shipments including bulk orders and store supplies in centralized storage area or another storage location in accordance with specific instructions and standard procedures.

To assist in maintaining sanitary conditions within the pharmacy.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the basic principles and practices of a pharmacy operation; a working knowledge of basic chemistry; a working knowledge of the classification of drugs; a working knowledge of the techniques used in the preparation of routine pharmaceutical preparation and solutions, and the ability to prepare routine pharmaceutical prescriptions in accordance with prescribed instructions from a licensed pharmacist; a working knowledge of the accepted methods and practices used in receiving, storing, packing, inventorying and the issuing of pharmaceutical supplies; a working knowledge of inventory procedures and record keeping; the ability to utilize a computer to enter and verify data from a variety of pharmaceutical calculations; the ability to understand and carry out both written instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and completion of a formal pharmacy aide training course at an accredited hospital or similar facility; and

Experience: Such as may have been gained through: at least two years experience and satisfactory performance as a Pharmacy Aide which involved directly assisting with the filling of medical prescriptions under the supervision of a licensed pharmacist.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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